

RETURN

RECORDS SERVICES DIVISION

6 May 1954

Chief, Management Staff

Chief, Records Management Division

Weekly Report - Week ending 5 May 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 28 April 1954 Projects in Process 21

This Week: Projects in Process 21

Added during week: 0
Completed during week: 0
Change 0

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project approximately 75% complete.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

236 describable items covering an estimated 1626.5 feet of records have been listed. Preliminary appraisals have been made. Project approximately 30% complete.

Project 4-78 - Records Management Survey, Office of General Counsel

The records management survey has been forwarded to OGC for consideration and formal approval. Project approximately 99% complete.

Project 4-79 - Records Management Survey, FBID

145 cu. ft. of records have been removed from this Division to date. Agreement was reached with the Radio Propaganda Branch Chief on a standard file system. Project approximately 72% complete.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project approximately 7% complete.

Project 4-81 - Security Desk Trays

Arrangements completed with the Logistics Office to proceed with procurement of additional boxes. Project approximately 86% complete.

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Project 4-82 - Handbook for the Subject Classification and
Filing of Correspondence Records - HB 40-150

Cover being prepared for handbook. Informal clearance received from DD/P. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Office of the DD/A has submitted a statement relative to this schedule of their deposits. Project approximately 77% complete.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the OCD/BR dossiers continues. Project approximately 31% complete.

Filming of Vital Materials in the Security Office continues. Project approximately 50% complete.

Project 4-85 - FI Information Reports

Procurement of 1,000,000 copies of yellow-stripe run-off sheets has been approved; size has been reduced from 8 $\frac{1}{2}$ " x 14" to 8" x 14". Project approximately 40% complete.

Project 4-86 - Forms Index

No change from previous report. Project approximately 57% complete.

Project 4-91 - Review of Records Management Program - Logistics
Office

a. Correspondence Management - The review of Division and Branch reading files and card indexing of areas for improvement is approximately 20% complete.

b. Reports Management - It is expected that the proposed plan for starting a reports management program will be presented to the Chief of the Logistics Office at the end of this week.

Project 4-94 - Office of Comptroller Reports Management Program

No change from previous report. Project approximately 10% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project approximately 2 $\frac{1}{2}$ % complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 5% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project approximately 25% complete.

Project 4-98 - Correspondence Handbook

Revision of the handbook and reconciliation of comments are continuing. Project approximately 75% complete.

Project 4-103 - Preparation of Final Type Copy by Forms Management Section

No change from previous report. Project approximately 10% complete.

Project 4-113 - Records Management Survey, Foreign Documents Division

190 describable items covering an estimated 1400 feet of records have been listed. Preliminary appraisals have been made. Records control schedule is approximately 60% complete.

Project 4-114 - Records Management Survey, Auditor-in-Chief and Audit Office

A records control schedule has been completed and a determination has been made that there are no vital materials to be deposited by this Office. Report prepared and in process of final clearance with the Auditor and Auditor-in-Chief. Project approximately 98% complete.

Project 4-116 - Disposition Planning, Security Office

46 describable items covering an estimated 275 feet of records have been listed. Preliminary appraisals have been made. Project approximately 30% complete.

General Information

1. Transfer of Records from the War Production Board

As the result of information received from the Archivist of the United States, the Agency has determined that 540 cu. ft. of records, comprising the files of the Foreign Division and the Bureau of International Supply, should be transferred for Agency use. OCD has requested that this Division proceed with the procurement and transfer of these records.

2. Vital Materials

Contacts have been made with all Area Records Officers to review the quarterly inventory.

3. Filing Equipment

As a result of this Division's collaboration with the Logistics Office, a savings of \$396 was accomplished in a recent requisition for 100 units of filing equipment.

4. Correspondence Management

Arrangements have been completed with the Supply Division, Logistics Office, to furnish samples of Letterex to all persons requesting regular office stationery. A descriptive flier showing how this Letterex is used and its advantages will be furnished with each sample.

5. Forms Management

98 requisitions for new, revised and reprinted forms were received.

6. Records Center

a. Arrangements were completed with Top Secret Control and Vital Materials Officer, OCD, for the transfer of 8 cabinets of Top Secret material.

b. During the week, records were received from the following Offices:

OCD	101	cubic	feet
Logistics	32	"	"
ORR	2	"	"
	135	"	"

Total accessions to date - 135.

c. Reference work is almost double the work load of the previous month.

d. Area Records Officers are being contacted to determine persons in their respective offices who should have access to their records.

e. [redacted] of the Historical Staff visited the Records Center in search of material to be used in compiling the Agency's history.

f. The Security Office has submitted to the Chief, Real Estate and Construction Division, the physical security requirements for the

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Report for Week Ending 5 May 1954 from the
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office ✓

No change from previous report. Project approximately 75% complete. [redacted] has held meetings with the individual Division Chiefs and will have a complete schedule as soon as agreement is reached.

Project 4-79 - Records Management Survey, FBID ✓

145 cu. ft. of records have been removed from the Division. Project approximately 72% complete. ✓ Agreement was reached with the Radio Propaganda Branch Chief on a standard file system for the analysts, and files of two of the analysts have been established. Although a standard system has been agreed upon, the attention of our records analysts is required in making minor modifications to each file.

Project 4-80 - Agency-wide Microphotography Survey ✓

No change from previous report. Project approximately 7% complete.

Project 4-81 - Security Desk Trays ✓

A memorandum requesting the Logistics Office to procure 50 trial boxes has been forwarded. The procurement of these trial boxes was made necessary as the result of the decision by the Security Office that the boxes should be made without locks. Project approximately 85% complete.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records - HB 40-150

No change from previous report. Project approximately 97% complete. Informal clearance has been received from DD/P. A meeting with the Inspector General is still pending. Graphics Register, ORR, expects to complete the cover for the manual this week.

Project 4-83 - Vital Materials Deposit Schedules for All Offices ✓

No change from previous report. Project approximately 75% complete.

Project 4-84 - Vital Materials Microfilm Projects

✓ Microfilming of the OCD/BR dossiers continues. Project approximately 31% complete. [redacted] spent some time with the microphotographers this week and they believe that, with some help from OCD/BR, they will be able to double present production.

✓ Filming of Vital Materials in the Security Office continues. Project approximately 50% complete.

✓ Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 5% complete.

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General Information

[redacted] OCD Area Records Officer, and [redacted] OCD/IR, visited the Repository this week. They are working on a project that they expect will eliminate the need to microfilm the IR document file for Vital Materials.

Arrangements have been made to transfer the [redacted] material from the Repository to the Records Center on Friday, 7 May. This transfer will involve eight four-drawer safes. [redacted] OCD's Top Secret Control Officer, is custodian of this material. [redacted] Chief, Records Center, will receipt for eight safes by safe number. [redacted] will make physical inventory of contents on Monday, 10 May, in the presence of [redacted]. A receipted copy of this inventory will be supplied the custodian of the Repository.

The Area Records Officer for each office receiving a quarterly inventory of Vital Material deposits has been contacted to register his or her concurrence or dissent on the proposed changes to be made in the Vital Materials inventory. The results will be summarized in next week's report.

As a result of a suggestion made by this office on a requisition for 100 file units submitted by OCD, the contract was awarded to Record Files, Inc. instead of the Diebold Co. The Diebold Co.'s estimate was \$12.98 per unit as compared to \$9.02 for Record Files, Inc. This resulted in a total savings to the Agency of \$396.00.



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Report For Week Ending 4 May 1954
RECORDS CENTER BRANCH

Accessioning

✓ Preliminary arrangements are being made with Top Secret Control and the Vital Materials Officer for the accessioning of eight safe cabinets of TS material.

During this week the following accessions were received:

OCD	101 cubic feet
Logistics	32
ORR	<u>2</u>
	135 cubic feet

Total accessions to date - 135.

Reference

The number of reference items are showing a very definite increase. During the past month the reference items were almost double that of the previous month's figures.

Area Records Officers are being contacted in regard to what members of their office should have access to their records.

General

The Department of State has agreed to take one hundred copies of the publications, previously reported as being held in bulk storage by the Center. They are now conducting a survey to determine how soon they can take the remaining eight hundred-twenty copies.

25X1 Historians, DCI, visited the Center in search of materials needed in writing the history of the Agency. They were primarily interested, at this time, in early regulatory issuances. Some of this material is scattered among records in the Center. The Searchers decided to check with the Regulations Control Staff for possible collection of record copies of issuances before screening records in the Center.

Center personnel are now engaged in writing up position descriptions.



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Report for Week Ending 5 May 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

236 describable items covering an estimated 1626.5 feet of records have been listed. Preliminary appraisals have been made. ✓

Project 4-78 - Records Management Survey, Office of General Counsel

The Records Management Survey has been forwarded to OGC for consideration and formal approval. ✓

Project 4-91 - Review of Records Management Program, Logistics Office

No change from last report. *See JRH. 1st sentence of a & second sentence of b.*

Project 4-97 - Records Disposition Handbook ✓

No change from last report.

Project 4-113 - Records Management Survey, Foreign Documents Division

190 describable items covering an estimated 1400 feet of records have been listed. Preliminary appraisals have been made. ✓

Project 4-114 - Records Management Survey, Auditor-in-Chief and Audit
Office

The Records Management Survey is completed and *has been* now awaiting division signature before forwarding to Auditor-in-Chief for formal approval. ✓

Project 4-116 - Records Management Survey, Security Office *Consideration &*

46 describable items covering an estimated 275 feet of records have been listed. Preliminary appraisals have been made. ✓

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Report for Week Ending 5 May 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of ~~Review of~~ Records Management Program,
Logistics Office

a. Correspondence Management - The review of Division and Branch reading files and card indexing of areas for improvement is approximately 20% complete. This project will be suspended until 17 May pending return of analyst from annual leave.

b. Reports Management - Personnel classification activity by the Logistics Office Administrative Staff has delayed action on this program. The Staff anticipates presenting our proposed program plan to the Chief of Logistics by the end of this week.

Project 4-94 - Office of the Comptroller Reports Management Program

No change from previous report. Project is 10% complete.

Project 4-98 - Correspondence Handbook

Revision of the Handbook and reconciliation of comments are continuing. Project is 75% complete.

General Information

a. Headquarters - Wide Use of Letterex - Arrangements are being made with the Supply Division, Logistics Office, for Building Supply Officers to furnish samples of Letterex to requesters of regular stationery. A flier describing Letterex, how it's used, and its advantages will be furnished with each sample.

b. Employee Suggestions - Three suggestions were analyzed this period. One was found to be the primary concern of DD/P Admin. Written evaluations on the other two were completed.

c. Records Management Regulation - Discussion between all Branch Chiefs, produced a coordinated draft for presentation to

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Chief, Reports & Correspondence
Management Branch

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Report for Week Ending 5 May 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Discussion with [] of the Printing and Reproduction Division has led to the conclusion that it would be untimely to presently disapprove requests for the yellow-stripe run-off sheets. Consequently, the procurement of 1,000,000 copies has been approved with the size reduced from 8½ x 14 to 8 x 14.

Project 4-86 - Forms Index

No change from previous report. Project approximately 57% complete.

Project 4-103 - Preparation of Final Type Copy by Forms Management

No change from previous report.

Study of Stocked Forms Supply System

Analysis of stocked forms supply difficulties with the Department of Defense has been temporarily held up pending clarification of Logistics requirements difficulties by []

OO Information Reports

Tests have been made using 9# sulphite paper for reproducing ozalid copies. These tests have been as satisfactory as desirable. Further tests will be made to improve the copies.

Recruitment of Johnson

No change in status.

Standardization of Forms and Procedures, Class A Finance Offices

No further information on this.

Air Raid Emergency Plan

No material change from last week.

R40-150 - Records Management

This regulation has been revised and coordinated with the other Branches and forwarded to [] for appropriate action.

Summary of Individual Forms Action

	No. of Requisitions	No. of Copies
New	4	203,220
Revisions	8	48,900
Reprints	86	811,200
Total	98	1,063,320

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